



# City of Glendale

## Employment Opportunity

### HVAC INSPECTOR

**\*\*SUPPLEMENTAL APPLICATION REQUIRED\*\***

#### **OPEN EXAMINATION**

**SALARY** \$4,205 - \$6,453 (The PERS contribution is deducted from the listed salary for employee's retirement benefits.)

**FILING PERIOD** Open/Continuous Examination. Recruitment may close at any time.

#### **THE POSITION**

Under general supervision, performs skilled work in the inspection of heating, ventilating, and air conditioning installations and equipment for compliance with the Municipal Building Code and related ordinances. **ESSENTIAL FUNCTIONS of the job include, but are not limited to, the following:** Interprets Municipal Building Code and related building regulations and advises contractors, builders and the general public. Inspects heating, ventilating and air conditioning installations and equipment for compliance with the Municipal Mechanical and Building Codes and related ordinances. Issues notices to responsible parties involving improper or defective heating, ventilating or air conditioning installations. Makes recommendations for proper installation. Investigates complaints regarding installation of heating, ventilating and air conditioning equipment. Conducts special field inspections and investigations pertaining to the Mechanical Code and related ordinances. Maintains records and correspondence relating to inspection work. Drives on City business as necessary. Ensures Department services are provided with the highest customer service and ethical standards. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner. Performs other related duties as assigned or as the situation requires.

#### **MINIMUM REQUIREMENTS**

##### **Knowledge, Skills, Abilities**

**Knowledge of:** procedures utilized in installation and maintenance of HVAC systems; mechanical code and related regulations pertaining to HVAC systems.

**Ability to:** establish smooth working relationships and resolve interpersonal conflicts; read blueprints; maintain routine work records.

##### **Other Characteristics**

**Willingness to:** work overtime as requested; work outdoors in cold or inclement weather; model and practice the highest standards of ethical conduct; assume responsibility for maintaining a safe work environment.

##### **Experience**

Four years of experience in the installation or repair of mechanical equipment used for heating, ventilating, and air conditioning **or** two years experience in the inspection of mechanical installations for code compliance. Municipal experience in the installation, repair, or inspection of HVAC installations is highly desirable. MEP plan check experience is highly desirable.

##### **Education/Training**

Graduation from high school or attainment of GED or CHSPE certificate. College level course work directly related to heating, ventilating and air conditioning may be substituted on a year-for-year basis for up to a maximum of two years of experience in the installation of such equipment.

##### **License**

I.C.C. Certification as an HVAC Inspector is required. **All applicants must submit a copy of their I.C.C. HVAC Inspector certificate. Applicants who fail to submit this attachment will be disqualified.**

Valid California Class C Driver's License is required.

##### **Note**

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

#### **SELECTION PROCESS**

All applicants must complete the supplemental application in order to be considered for this position. The examination will consist of an evaluation, a supplemental, and an oral, with the evaluation and supplemental as qualifying steps and the oral 100%. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. The selected candidate will be subjected to a background check including Livescan fingerprinting. **TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED.** The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

# CITY OF GLENDALE EMPLOYMENT

## SUBSTANTIAL BENEFITS – SALARIED EMPLOYEES

Promotional Opportunities • Retirement Benefits • Vacation • Holidays • Sick Leave • Health & Dental Plans • and others

For the latest in job opportunities with the City of Glendale, visit [www.ci.glendale.ca.us](http://www.ci.glendale.ca.us) or call the Job Hotline at (818) 548-2127

Follow the City of Glendale Human Resources Department on Twitter: [www.twitter.com/COGHR](https://www.twitter.com/COGHR)  
(Become a follower and be notified of new job opportunities)

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### ABOUT THE CITY OF GLENDALE

Glendale is the third largest city in Los Angeles County with over 200,000 residents and is located northeast of Los Angeles in the foothills of the San Gabriel Mountains. The City is noted for its excellent residential areas, shopping facilities, libraries, hospitals, and parks. The City is served by several major freeways, is centrally located near downtown Los Angeles, Burbank Airport, and the many recreational facilities of Southern California. The City has a Council-Manager form of government and provides a full range of municipal services including its own electric and water utility. The Glendale Unified School District and Community College District offers residents excellent educational opportunities.

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### CITY OF GLENDALE EMPLOYEE CODE OF ETHICS

City of Glendale employees are charged with the fundamental responsibility of safeguarding the public trust. City employees provide unique functions that are vital to the well-being of the community. Glendale citizens depend on City employees to provide these services in an efficient and consistent manner, free of bias, while demonstrating the highest standards of responsible and ethical conduct.

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### WHERE AND HOW TO APPLY

Applications must be filed in the City of Glendale Human Resources Department, 613 E. Broadway, Room 100, Glendale, CA 91206, before the final filing date stated on this employment opportunity announcement. Unless otherwise indicated, mailed applications must be postmarked by midnight of the final filing date. Office hours are 7:30 a.m. - 5:30 p.m., Monday through Thursday and 8:00 a.m. – 5:00 p.m. on Fridays.

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### ADDITIONAL EMPLOYMENT INFORMATION

#### PERS

Miscellaneous (non-safety) employees hired before 01/01/11 will be under the 2.5% @ 55 retirement formula with the single highest year compensation. An 8% PERS contribution will be deducted from the listed salary for employee's retirement benefits.

Miscellaneous (non-safety) employees hired on or after 01/01/11 will be under the 2% @ 55 retirement formula with the three year final compensation calculation. A 7% PERS contribution will be deducted from the listed salary for employee's retirement benefits.

#### AGE

Some classifications may have specific age requirements.

#### CITIZENSHIP

Is NOT a requirement unless so stated. Non-citizen applicants must have alien registration receipt card.

#### DRIVER'S LICENSE

When so stated on the reverse side of this bulletin, a valid California driver's license of a specific class will be required at all times during your employment in this classification. License must be presented and verified before your name can be certified from the eligible list. Individuals in certain positions may be required to obtain a license at a later date as a condition of employment.

#### ELIGIBLE LISTS

Names of persons who successfully pass all sections of the examination are entered in order of their total scores on an eligible list for the class of position for which the examination is given. Three names are certified by the Civil Service Commission to the departments of City government whenever there is a vacancy to be filled. An open eligible list is valid for a minimum of one year and a maximum of two years. Promotional lists are valid for two years. An open list may be cancelled any time it is over one year old, or less than three names remain on the list.

#### EXAMINATION

Open competitive examinations are open to any person who meets the minimum requirements as stated on this bulletin. All applications filed will be reviewed, and those persons who do not appear to be qualified will be rejected and will be so notified prior to the time of the examination. Applicants must pass each section of the examination with a score of 70.00 or better. Promotional eligibility is extended to permanent City employees who have completed their probationary period by the final filing date and who meet the minimum requirements stated on the bulletin.

#### PROMOTIONAL EXAMINATION PROCESS

Some exams are designated as promotional and limited to current city employees only. Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment, and is occupying a permanent full-time classification on file in the Human Resources office. Hourly City employees may be considered, provided that they furnish proof of continuous employment immediately preceding the final filing date, which would equal a minimum of six months of full-time service or 1040 part-time hours (Civil Service Rule VIII 4-E). Please check the front of the bulletin for promotional eligibility. Applicants selected to compete in the examination process must pass each section of the examination with a converted score of 70.00 or better.

#### EXAMINATION APPEAL PERIOD

All appeals regarding perceived unfairness or lack of job relatedness of any examination must be filed in writing in the Human Resources Department by the end of the third work day immediately following the examination and before results of the examination are published. (Civil Service Rules & Regulations, Rule IV, Section 13).

#### PRE-PLACEMENT MEDICAL AND/OR PSYCHOLOGICAL EXAMINATION

Candidates considered for appointment must pass a pre-placement medical examination, which includes a drug/alcohol screening test. The pre-placement medical examination, which is based on the occupational health standards of the position, is to determine whether the eligible candidate is physically and/or psychologically capable of performing the essential functions and duties of the position before being appointed to that position.

#### PROBATIONARY PERIOD

Unless otherwise stated on this bulletin, permanent employees must successfully complete a probationary period of six months.

#### VETERANS' PREFERENCE

Is given for Open entrance level classifications. Veterans, the unmarried widow or widower of a veteran, disabled veterans and the spouse of a disabled veteran who have received a passing score on the examination are entitled to additional points as determined by the Civil Service Commission. To claim preference, proof of military service (DD214 or equivalent) must be submitted by the final filing date.

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### CITY OF GLENDALE CORE VALUES

Integrity • Honesty • Trust • Fairness • Excellence • Teamwork • Respect • Accountability • Compassion • Cultural Awareness